

WinSALTS_{/32}

The 32-bit version of the WinSALTS Program

WinSALTS_{/32} Navy Purchase Card Guide

SALTS CENTRAL

Naval Inventory Control Point
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WinSALTS/32 provides SALTS customers the ability to download, view, certify, and submit Navy Purchase Card (NPC) E-Statements (electronic statements). This document helps explain the details about the WinSALTS-Navy Purchase Card program and procedures.

All Navy Purchase Card (NPC) customers have been directed by the Department of Defense (DoD) to perform automated, electronic certification of their monthly E-Statements. U.S. Navy solutions include performing online certifications via a World Wide Web page sponsored by Citibank. The web page will be for use only by selected shore activities utilizing 15-digit Standard Document Numbers (SDN). Another solution for performing certifications is through WinSALTS/32. The WinSALTS/32 method will be used by activities that utilize 14-digit SDNs in their financial system. 15-digit SDN activities can also use WinSALTS/32 if they notify NAVSUP and SALTS to ensure they receive a file.

Key points of contact for the NPC program are:

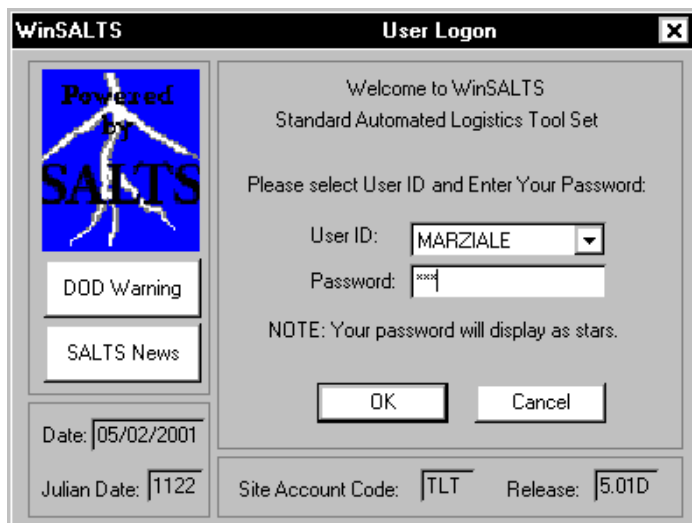
(Contact Your TYCOM first)

SALTS Help Desk	SALTS	(215) 697-1112	help@salts.navy.mil	DSN 442
Jim Friedrichs	SALTS	(215) 697-5934	jfriedrichs@salts.navy.mil	DSN 442
Ross Reeves		(717) 379-0179	ross.r.reeves@mindspring.com	

Note: If your activity is not participating in the WinSALTS-Navy Purchase Card program, but would like to, please contact your TYCOM to subscribe.

WINSALTS/32 VERSION

The first step to be taken by activities wishing to use WinSALTS/32 is to ensure WinSALTS/32 is up and operational at your command. If you are not sure, or are experiencing any problems, please contact your nearest SALTS Office. Once WinSALTS/32 is installed and operating normally, ensure version 5.01, or later, is being used. The version, or Release, number is displayed on the lower right corner of the WinSALTS User Logon screen.

The image shows a screenshot of the WinSALTS User Logon window. The window has a title bar with 'WinSALTS' and 'User Logon'. On the left side, there is a logo that says 'Powered by SALTS' with a stylized tree graphic. Below the logo are two buttons: 'DOD Warning' and 'SALTS News'. At the bottom left, there are two text boxes: 'Date: 05/02/2001' and 'Julian Date: 1122'. The main area of the window contains the text 'Welcome to WinSALTS' and 'Standard Automated Logistics Tool Set'. Below this, it says 'Please select User ID and Enter Your Password:'. There is a 'User ID:' label followed by a dropdown menu showing 'MARZIALE'. Below that is a 'Password:' label followed by a text box with four asterisks. A note below the password box says 'NOTE: Your password will display as stars.' At the bottom of the main area are 'OK' and 'Cancel' buttons. At the very bottom of the window, there are two text boxes: 'Site Account Code: TLT' and 'Release: 5.01D'.

CERTIFYING OFFICIAL WINSALTS/32 SETUP

The local WinSALTS Administrator **must** setup a new User ID and Password for the certifying official, and his or her alternates. **THESE ARE THE ONLY INDIVIDUALS AUTHORIZED TO CERTIFY THE E-STATEMENTS!**

When establishing a new User ID, be sure to enable the box marked NPC CERTIFICATION or the certifying official will not be able to operate the E-Statement Viewer/Editor!

The procedure for the local WinSALTS Administrator to create a new User ID is as follows:

Select System.

Select User Configuration.

Click the Add button.

In the User ID box, type a User ID (i.e. person's last name, organizational code, etc.).

In the Name box, type the person's title/rank and full name.

In the Password box, set the initial password (not more than 8 characters).

Ensure the Change Password at Next Login checkbox is checked.

Under the SALTS File Types box, click the checkbox for NPC Certification.

Under the System Functions box, click all checkboxes except Configure.

Click the OK button when finished.

When done, ensure these individuals are given their User ID and initial Password for gaining access into the WinSALTS/32 Program.

Note: The NPC CERTIFICATION checkbox should be disabled for all other User IDs to help prevent unauthorized use of the Navy Purchase Card Certification option.

The screenshot shows the 'WinSALTS User Information' dialog box. It contains the following fields and options:

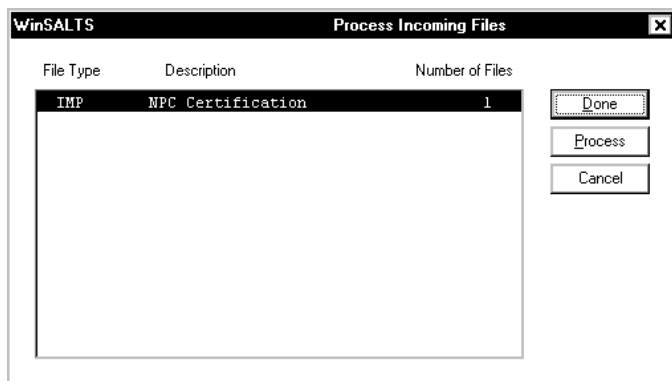
- User ID:** MARZIALE
- Name:** MARK MARZIALE
- Password:** *****
- ☒ **Change password at next login**
- SALTS File Type:** ☐ All ☒ None
- SALTS File Type List:**
 - ☐ SALTS Update
 - ☐ SDS Personnel
 - ☐ Aviation 3M - XRay
 - ☐ BK2 MILSTRIP
 - ☐ ANSRS Data
 - ☐ USMC Payroll
 - ☐ STARS Data
 - ☐ NSIPS Data
 - ☐ Carcass Tracking Reports
 - ☒ **NPC Certification**
 - ☐ FITS Data
 - ☐ RSS Data
- System Functions:**
 - ☐ All
 - ☒ Incoming
 - ☐ Configure
 - ☒ Send / Receive
 - ☒ Selective Download Config
 - ☒ Auto Load Setup
 - ☒ Receive Files Via E-Mail

Buttons: OK, Cancel

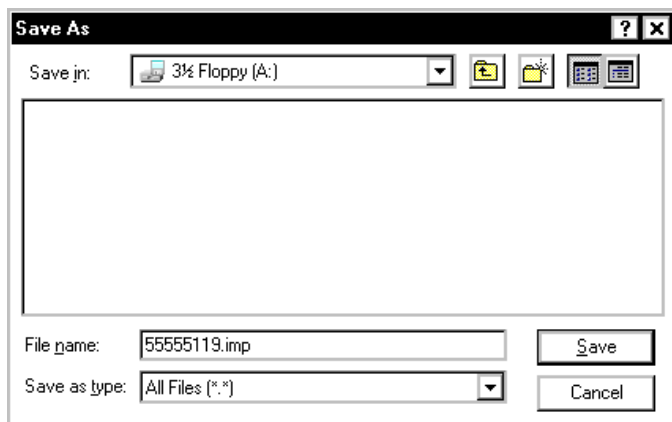
DOWNLOADING THE NAVY PURCHASE CARD FILE

Inform all WinSALTS Operators to expect the incoming E-Statement from Citibank on or about the 22nd of each month. The E-Statement will be identified with the file extension of **.IMP**. Instruct the WinSALTS Operators to save the file to a pre-designated directory or disk (as desired by internal procedures), and to notify the certifying official(s). The following is an example of an incoming .IMP file.

Highlight the NPC Certification line.
Click the Process button.



Insert a floppy disk into a disk drive.
Click the Save As button and save the file to disk.



Note: If your TYCOM requires you to maintain a backup copy of the E-statement file, you MUST make a copy of the file from your Explorer or MS-DOS prompt. You MUST do this BEFORE you hit the DONE button during the certification process (explained later)! It is recommended a backup copy of the file be made immediately after it is downloaded.

Note: If you require a re-transmission of a SALTS file to your activity, contact the SALTS Help Desk. This procedure takes only a minute for a SALTS Representative to accomplish.

NAVY PURCHASE CARD FILE CERTIFICATION

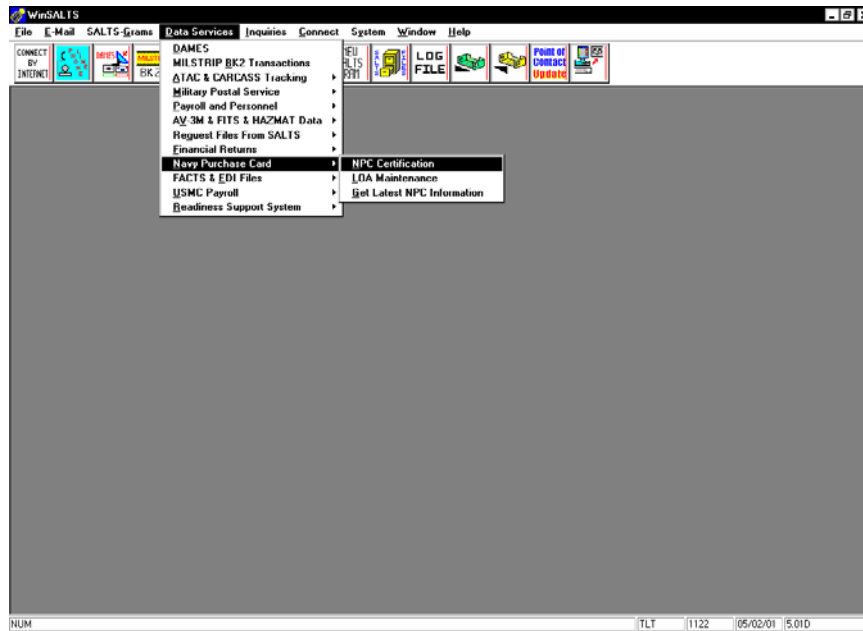
To begin certification, the certifying official **must** first log onto WinSALTS/32 with his/her own User ID and Password. After logon, the NPC Certification file (.IMP) must be opened using the Navy Purchase Card option.

Start WinSALTS/32.

Select Data Services.

Select Navy Purchase Card.

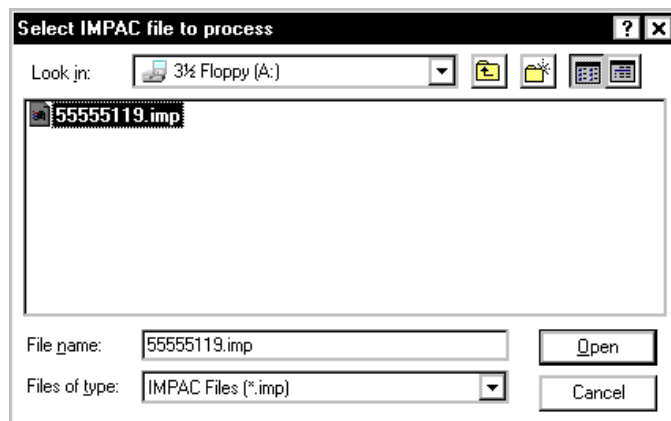
Select NPC Certification.



Select the appropriate Drive and Folder.

Click on the file name of the .IMP file.

Click the OK button.



E-Statement Viewer

The E-Statement Viewer screen appears.

All authorized card holders should appear in the Card Holders box.

The information in the grayed-out boxes cannot be changed.

The certifying official **must** verify the contents of each Detailed Record for accuracy.

The certifying official **must** view all Detailed Records for each card holder.

Use the Prev Record and Next Record buttons to page through the Detailed Records.

Note: If the Next Record button is selected, but the information doesn't change, the last record for that cardholder has been reached.

The screenshot shows the WinSALTS CITIBANK E-Statement Viewer window. It is divided into two main sections: Identification Section and Detailed Record Section.

Identification Section:

- Card Holders: A list box showing "RACHELLE\ROYNAN" and "MICHAEL\KIRK".
- Statement Date: 19991201
- Ships Bank Code: 01452
- Account Number: 55687700003024
- Buttons: Account Summary, Certification

Detailed Record Section:

- Purchase Date: 19991117
- Posting Date: 19991119
- Authorization Code: 091414
- Credit/Debit: D
- Vendor Name: JOES AUTO 310-884-3655 CA
- Description: PURCHASE
- Amount: \$31.95
- LOA List button
- Line Of Accounting: 17 20002000 1804 7080 0000 55555 0 060957 20 R21452 009274CP01NC
- GA BFYEFY APPN SBHD CLS BCN SA AAA TT PAA COST CODE MCC
- Standard Document Number (14 digit): [] - [] - [] * OR *
- Standard Document Number (15 digit): [] - [] - [] - []
- Buttons: Prev Record, Next Record, LOA Help, Dispute Help

Footer:

- Buttons: Print, Done, Save & Close, Cancel

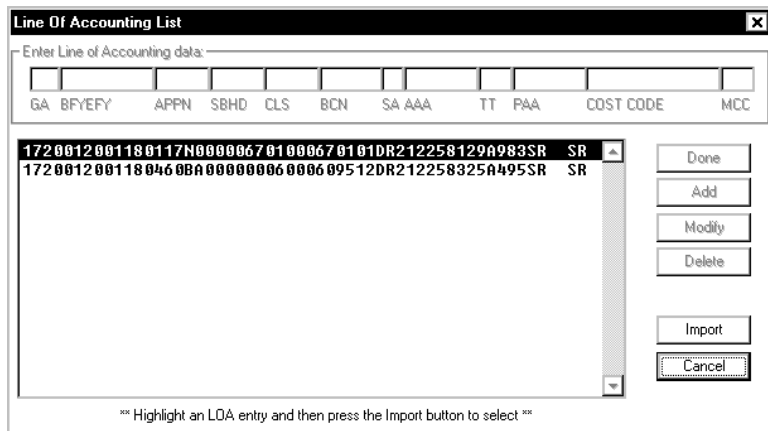
Line of Accounting

This field, broken into its individual parts, can be modified if necessary, but ensure you have the correct data! Use the following procedure to select a different Line of Accounting (LOA) from the LOA Table:

Click the LOA List button.

Highlight the LOA you want to use.

Click the Import button.



The dialog box titled "Line Of Accounting List" contains a header section with the text "Enter Line of Accounting data:" followed by a series of input fields labeled GA, BFYEFY, APPN, SBHD, CLS, BCN, SA AAA, TT, PAA, COST CODE, and MCC. Below this is a list box containing two entries: "1720012001180117N000006701000670101DR2122581290983SR SR" and "17200120011804608A00000006000609512DR212258325A495SR SR". To the right of the list box are buttons for Done, Add, Modify, Delete, Import, and Cancel. At the bottom of the dialog box, a note reads: "Highlight an LOA entry and then press the Import button to select".

Note: This LOA will now be visible in the Detailed Record section.

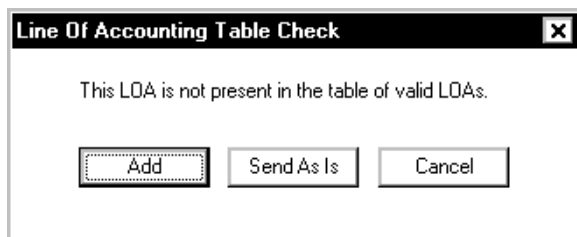
Note: If your desired LOA is not found in the Line of Accounting List, you can add it by manually editing the Line of Accounting field on the Detailed Record, or by using the procedure found in paragraph 6 of this document.

If you choose to manually edit the Line of Accounting field on the Detailed Record, when you click the Next Record button, you will be asked if you want the LOA saved to the LOA List (if this edited LOA is not currently in the LOA List).

Click the Add button to save the LOA to the LOA List.

Click the Send As Is button keep the LOA in the Detailed Record, but not add it to the LOA List.

Click the Cancel button to return to the Detailed Record.



The dialog box titled "Line Of Accounting Table Check" displays the message "This LOA is not present in the table of valid LOAs." Below the message are three buttons: Add, Send As Is, and Cancel.

Standard Document Number

Select the appropriate radio button next to the type of SDN your command uses (14-digit vs. 15-digit).
Fill-in the SDN in accordance with your command/TYCOM procedures.

Note: The SDN number will automatically duplicate for subsequent purchases for the selected cardholder.

Note: The 14-digit SDN has three parts - 6 characters in the first part, 4 characters in the second part, and 4 characters in the third part. The 15-digit SDN has four parts - 6 characters in the first part, 2 characters in the second part, 2 characters in the third part, and 5 characters in the fourth part. If more characters are inserted in these fields, an error message will be displayed.

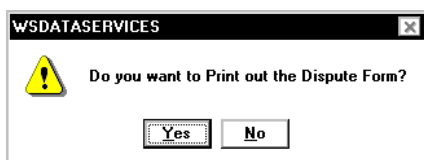
Approved vs. Dispute

If a purchase must be disputed, click the Dispute radio button. The following then takes occurs:

- ✓ You will be asked if you want to print a dispute form. When printed, the form **must** be filled-out by hand and either faxed or mailed to Citibank. Fax and mailing address information appear on the form.

Click Yes to print the form.

Click No if you don't have a printer available.

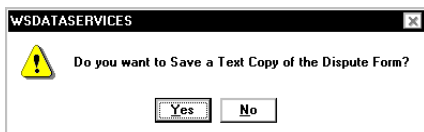


Note: The Certifying Official's Name must be entered on top of the printed form.

- ✓ You will be asked if you want to save a copy of the dispute form as a Text file. This is helpful if you don't have a printer attached to your WinSALTS computer. You can save the file to a disk and print from another computer.

Click Yes or No accordingly.

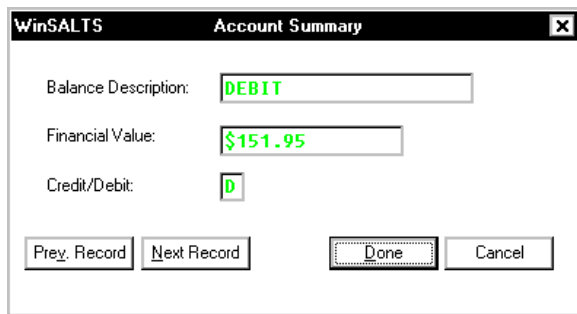
Provide a file name and path to save the file.



- ✓ The amount of that purchase will be deducted from the amount in the certification record (the summary records will not change). The amount field will reflect the deduction on the Summary Print.

Account Summary

After the last record from the Detailed Record section is viewed, click the Account Summary button.
Verify the Financial Value field.
Click the Done button.



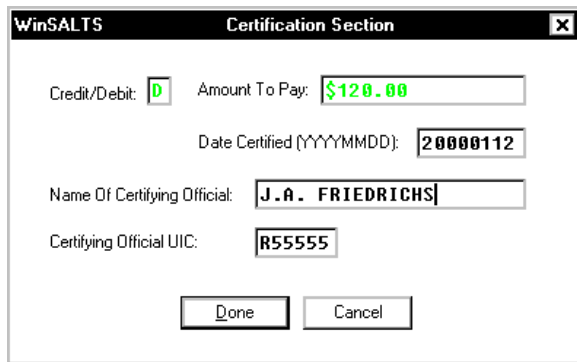
The 'WinSALTS Account Summary' dialog box contains the following fields and buttons:

- Balance Description:
- Financial Value:
- Credit/Debit:
- Buttons: Prev. Record, Next Record, Done, Cancel

Note: No changes are allowed on this screen. This screen may have several records such as Statement Amount, Amount Previously Billed, etc.

Certification Button

The certifying official must enter his/her Name and Rank, and verify/change the UIC.



The 'WinSALTS Certification Section' dialog box contains the following fields and buttons:

- Credit/Debit: Amount To Pay:
- Date Certified (YYYYMMDD):
- Name Of Certifying Official:
- Certifying Official UIC:
- Buttons: Done, Cancel

Note: If the UIC is not present, it must be added. If the UIC is incorrect, it can be changed. If the file has the UIC N99999, and is not changed by the certifying official, a warning message will be displayed to ensure it is changed.

Save & Close Button

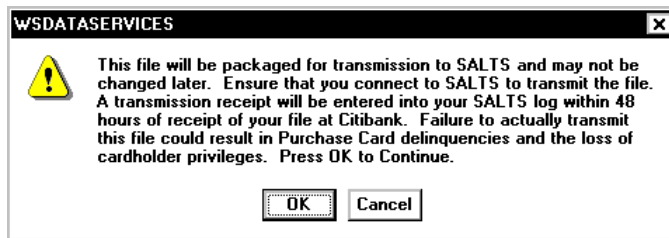
The Save & Close button should be used when the certifying official cannot finish certifying the entire E-Statement. Clicking this button will save all work done up to the point of stopping. The certifying official can return to the E-Statement later and continue the certification process right where he/she left off.

Done Button

The Done button should **only** be used when the E-Statement has been **completely and accurately certified**. The following warning box will appear when the Done button is clicked.

Click OK to continue.

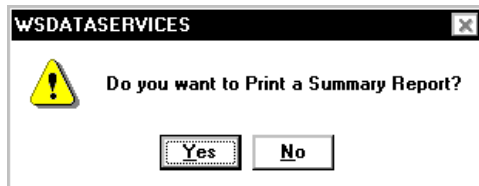
Click Cancel to abort.



IMPORTANT NOTE: The source file is automatically deleted to prevent the possibility that a certified E-Statement is transmitted more than once! DON'T USE THE SEND BUTTON UNTIL YOU ARE CERTAIN THE FILE IS READY FOR TRANSMISSION TO CITIBANK!

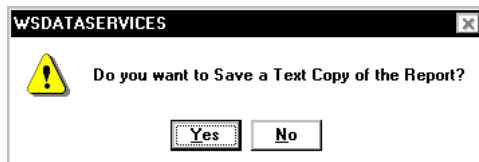
Click Yes for a Summary Report printout (recommended).

Click No to continue.



Click Yes to save the Summary Report as a Text file.

Click No to continue.



LINE OF ACCOUNTING MAINTENANCE

In an effort to reduce errors with Lines of Accounting once certified files reach DFAS, a Line of Accounting (LOA) List has been added in WinSALTS/32, which will validate the LOAs being certified. LOAs can be entered into the LOA List through the certification process (discussed above), or using the WinSALTS/32 LOA Maintenance option.

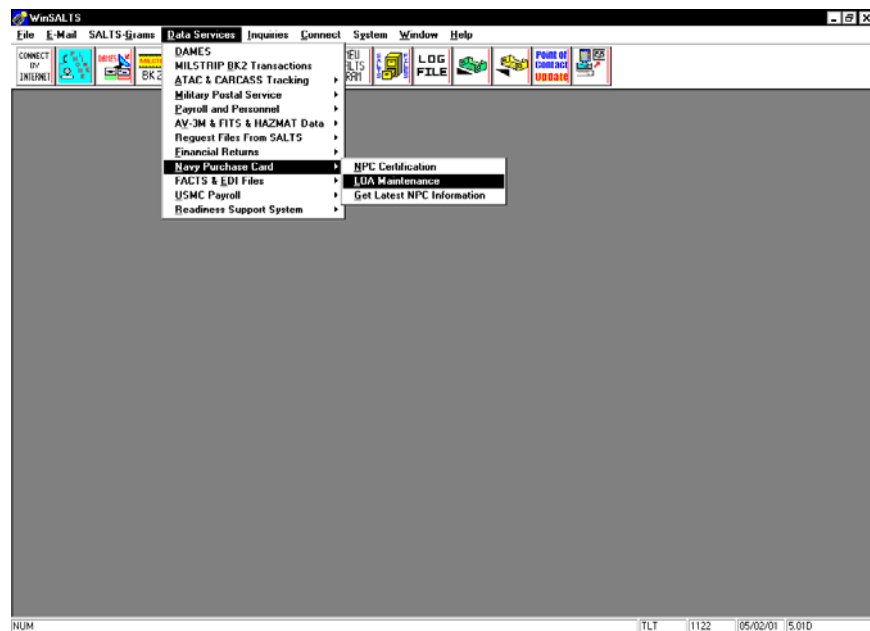
LOA Maintenance Option

Start WinSALTS/32.

Select Data Services.

Select Navy Purchase Card.

Select LOA Maintenance.



Enter a valid LOA into the LOA template.

Click the Add button.

The screenshot shows the 'Line Of Accounting List' dialog box. It has a title bar with a close button. Below the title bar is a text field labeled 'Enter Line of Accounting data:'. Below this is a table with columns: GA, BFYFY, APPN, SBHD, CLS, BCN, SA AAA, TT, PAA, COST CODE, and MCC. The table contains two rows of data. The first row is: 17, 20012002, 1804, 7080, 0000, 55555, 0, 063245, 20, R21225, 93039900322, SR. The second row is: 1720012001180117N0000006701000670101DR212258129A983SR, SR. To the right of the table are buttons: Done, Add, Modify, Delete, Import, and Cancel. The 'Add' button is highlighted.

Note: To modify or delete an LOA from the LOA List, highlight the LOA of interest and click the appropriate button. The Import button is grayed-out here as it is only used during the certification process load an LOA from the LOA List into a Detailed Record being certified.

SALTS LOG ENTRIES

The zipped, packaged and staged E-Statement file will transmit during the next SALTS connection. The WinSALTS Operator should monitor the SALTS Log to ensure proper log entries are received confirming the file's upload to Citibank. Confirmation entries should be received within 24 – 48 hours.

Example:

FILE ABC_nnnn.IMP sent to SALTS
FILE ABC_nnnn.IMP SUCCESSFULLY UPLOADED TO CITIBANK

“ABC” is your 3-character SALTS Activity code.

“nnnn” is the transmission packet number.

“.IMP” is the file extension.

HARDWARE REQUIREMENTS

SALTS CENTRAL **highly recommends** an IT-21 compliant machine be utilized. IT-21 compliance includes a Pentium II processor, 64 MEG of RAM, running a Windows NT operating system.

PRINTING

To print the SUMMARY sheet, simply click the Print button on the E-Statement Viewer screen. When the Done button is clicked to transmit the certified file, you will be queried for another print, and also if a saved file is desired. It's **highly recommended** you print after certifying, so the LOA and SDN information will appear in the printout.

TROUBLESHOOTING

The following is a list of the most common problems and their probable solutions:

- PROBLEM: The .IMP file has not been received on the 22nd of the month.
- ✓ SOLUTION: If the .IMP file is not received by the 28th of the month, contact the nearest SALTS office.

- PROBLEM: You need the .IMP file to be sent again from SALTS CENTRAL.
- ✓ SOLUTION: Use your SALTS Log to learn the “packet name” of the original .IMP file. Go to the Data Service menu and select Request Files from SALTS, and then Archived File Request. Enter the packet name of the .IMP file. Click the Done button to finish. Perform a SALTS transmission. Wait at least 30 minutes and reconnect to SALTS.

- PROBLEM: The .IMP file cannot be opened.
- ✓ SOLUTION: Ensure you are using the Navy Purchase Card Certification option found under Data Services. The incoming file cannot be viewed anywhere else but from the E-statement Viewer in WinSALTS.

- PROBLEM: The Navy Purchase Card Certification option is grayed-out and cannot be accessed.
- ✓ SOLUTION: Go to System/User Configuration menu. Highlight your User ID and click the Modify button. Using the mouse or Spacebar, place a checkmark in the NPC Certification block.

- PROBLEM: The E-Statement has invalid transactions, or is missing valid transactions.
- SOLUTION: Contact Mr. Ross Reeves (see page #2).

- PROBLEM: When trying to open the .IMP file for certification, the error “INVALID ZIP FILE” appears.
- ✓ SOLUTION: You have two files in your \windows\system directory, DZIP.DLL and DUNZIP.DLL, which are old and need replacing. In the \winsalts directory, highlight the two files with the same names (use Windows Explorer). Select the Edit pull-down menu and select Copy. Go to the \windows\system directory on your PC (use Windows Explorer). Select the Edit pull-down menu and select Paste.

(End of Document)